Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

# Grants Management Enterprise: Focusing on Amendment

This workshop is intended to provide a hands-on training of the web-based Grants Management Enterprise (GME) System to individuals from Local Education Agencies (LEAs). The presentation will focus on Amendments and approved Completion Reports. It will also go over current Business Rules related to Grants Management. This workshop will be held in a computer lab and participants will have access to the GME training website.

The presentation will also discuss updates to the GME System that will be implemented in late February 2009. This includes New Line Item Description and Capital Outlay page changes. Please note that any LEA that creates an amendment after the system change will need to use the new amendment process. The updated amendment process will contain an updated interface that includes original application data and fields where changes can be made.

Please note that this presentation is strictly system-related and will not address questions regarding specific grants, financial requirements, funding strategies, or supplemental grant application materials that may be required by a certain program area.

## Topics:

- Current/ Upcoming Business Rules Changes

- Amendment
  - Type of Amendment and Current Business Rules related to Amendment
  - Discuss Late-February system change related to amendment
  - New Line Item Description and Capital Outlay page changes
  - How to create, complete, and submit an amendment
  - How to check status of an existing amendment
  - How to work with a rejected amendment

- Completion Report
  - Current Business Rules related to Completion Report
  - How to decipher approved Completion Report
  - How to check status of an existing Completion Report

## Requirements and information for workshop participants:

- Pre-registration is required – participants can register by completing online registration process through "ADE Calendar of Events" at https://www.ade.az.gov/onlineregistration/
  (Go to View Events by Unit/Division and Click on "Grants Management")
- Each workshop includes a 3 hour workshop

Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking, and locating the classroom.

**Workshop Dates and Locations:**

| | | |
|---|---|---|
| Tucson | Lee Instructional Resource Center (LIRC) Computer Lab<br>2025 E Winsett St Tucson, AZ 85719 | Friday, February 6, 2009<br>9:00 AM – 12:00 PM |
| Tucson | Lee Instructional Resource Center (LIRC) Computer Lab<br>2025 E Winsett St, Tucson, AZ 85719 | Friday, February 6, 2009<br>1:00 PM – 4:00 PM |
| Phoenix – Metro | Washington Elementary District – Computer Lab<br>4650 W Sweetwater Ave, Glendale, AZ 85304 | Thursday, February 12, 2009<br>9:00 AM – 12:00 PM |
| Phoenix – Metro | Washington Elementary District – Computer Lab<br>4650 W Sweetwater Ave, Glendale, AZ 85304 | Thursday, February 12, 2009<br>1:00 PM – 4:00 PM |
| Flagstaff | Northern Arizona University – South Zone<br>Building 61 (Learning Resource Center, located just north of du Bois Center). Room 139 – Computer Lab | Thursday, February 19, 2009<br>9:00 AM – 12:00 PM |
| Flagstaff | Northern Arizona University – South Zone<br>Building 61 (Learning Resource Center, located just north of du Bois Center). Room 139 – Computer Lab | Thursday, February 19, 2009<br>1:00 PM – 4:00 PM |

If you have any questions, please contact Enrique Duron, Program/Project Specialist by phone at 602-542-3695 or e-mail at enrique.duron@azed.gov.

# Lee Instructional Resource Center (LIRC) Computer Lab

## Driving & Parking Directions

2025 E Winsett St
Tucson, AZ 85719

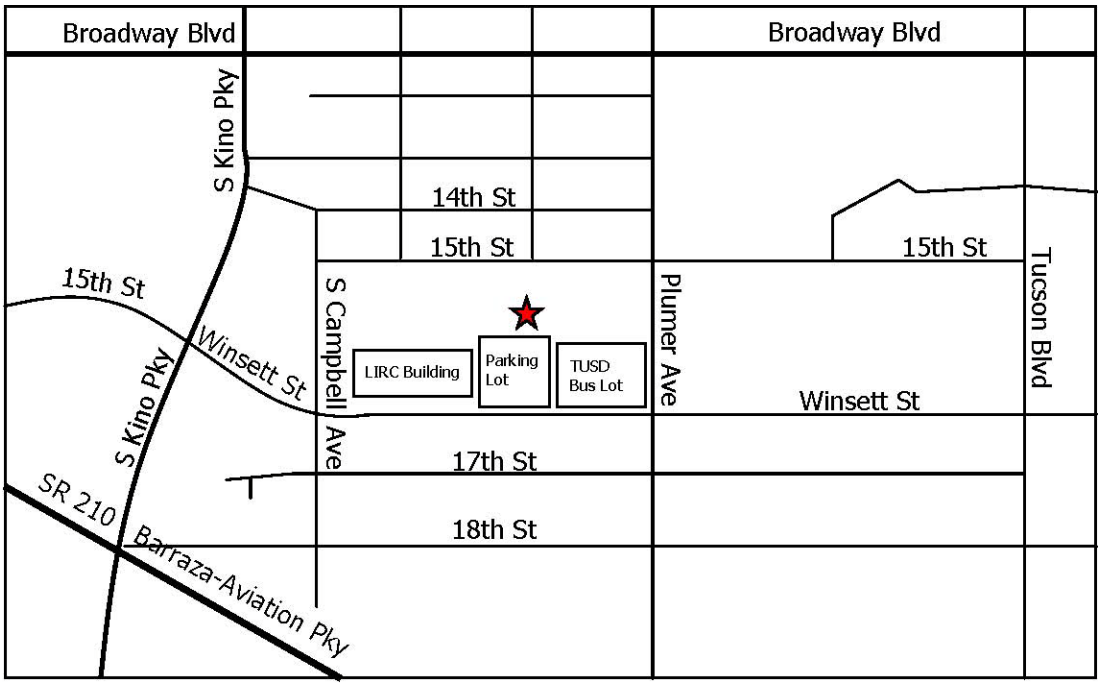
Contact: Norm Purdy

Phone: 520-225-4959

E-mail: norman.purdy@tusd1.org

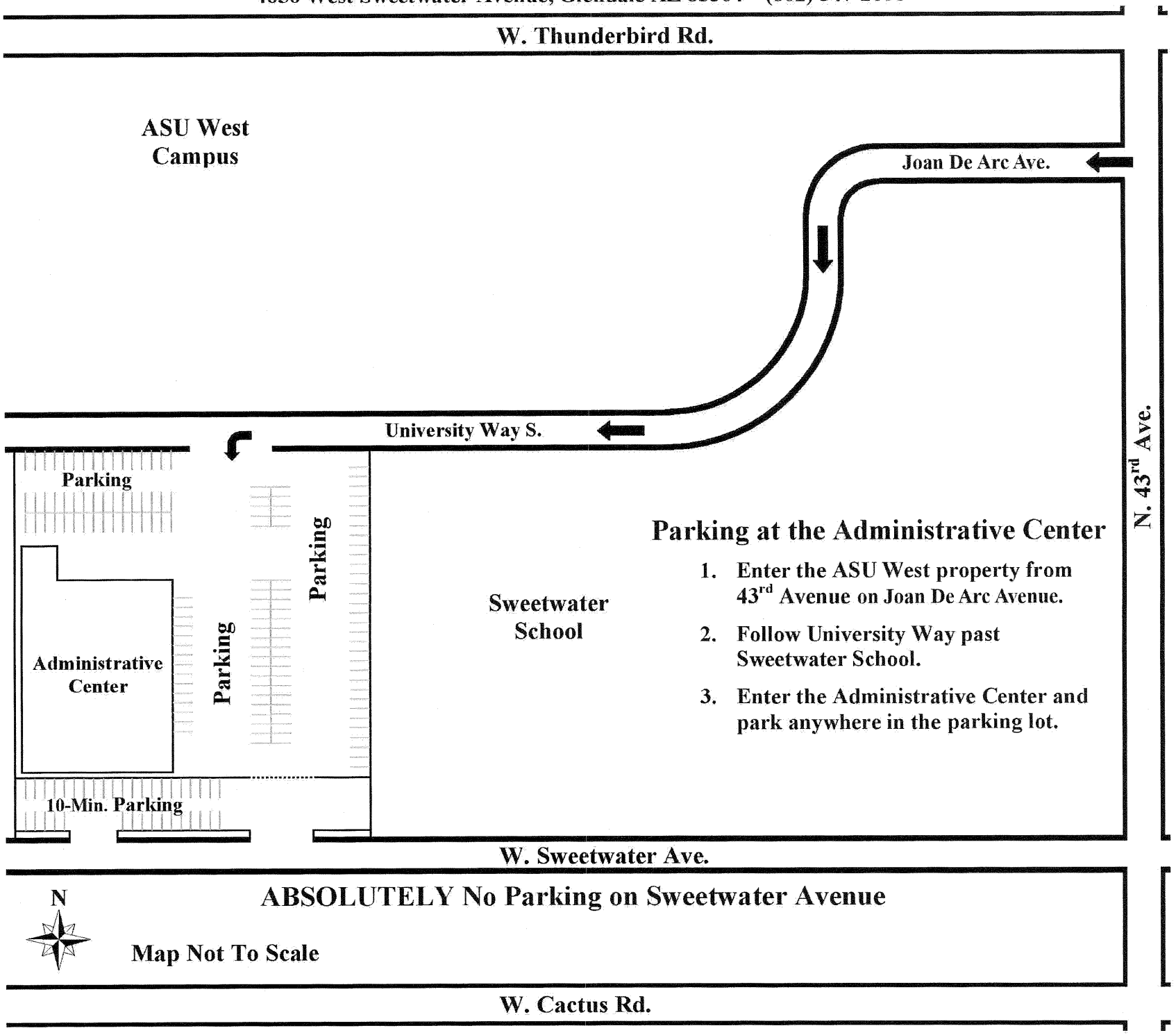
From Broadway, go south on Campbell/Kino. Turn left at first light (Winsett Street). Proceed through the 4-way stop and park in the large parking lot just east of the Lee Instructional Resource Center.

The lab is in the tan portable north of the parking lot.



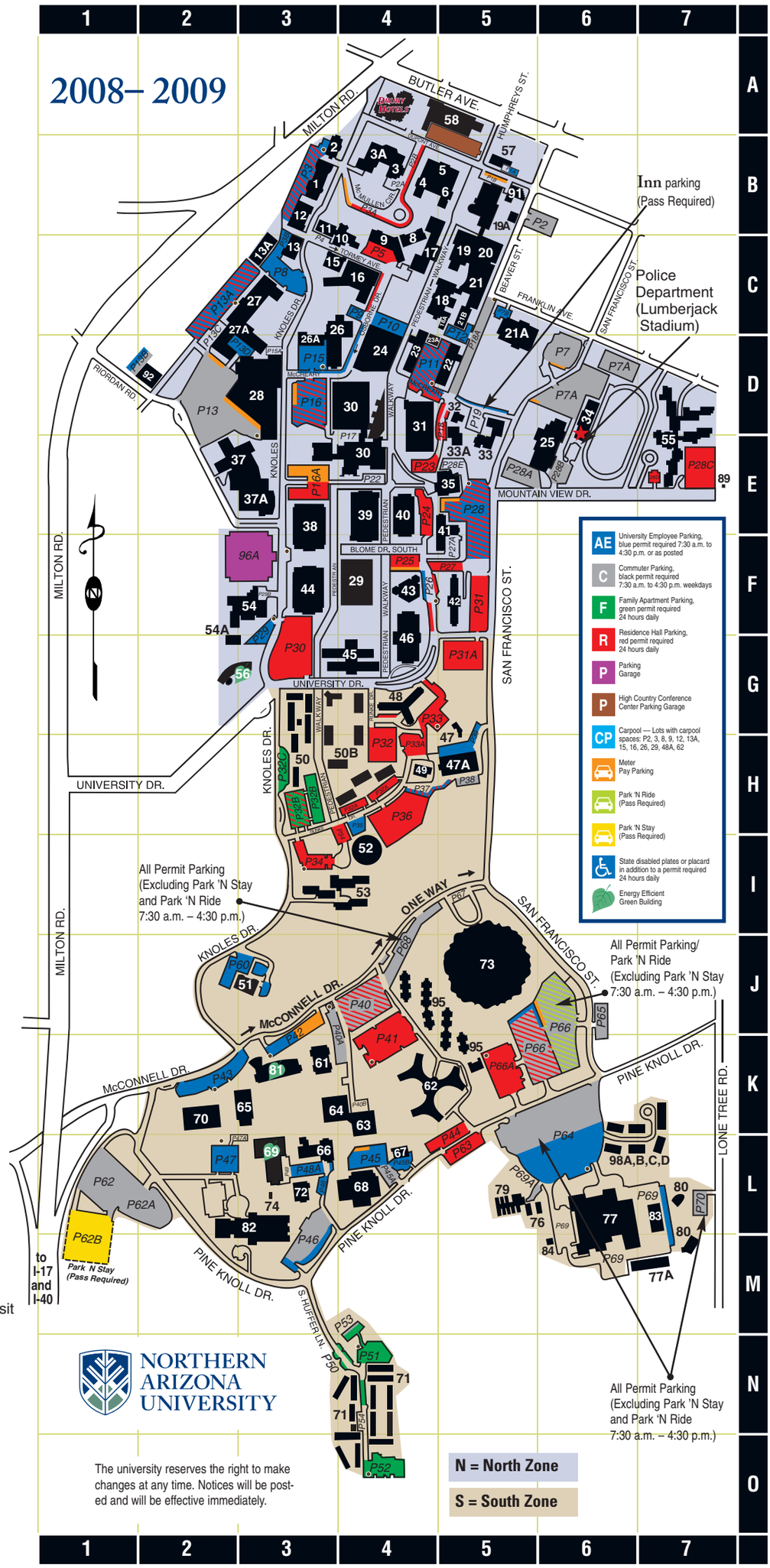
# Washington Elementary School District Administrative Center

4650 West Sweetwater Avenue, Glendale AZ 85304 (602) 347-2600



## ALPHABETICAL LISTING

| BLDG | SEC | NAME |
|---|---|---|
| 26 | 3C | Adel Mathematics |
| 46 | 4G | Allen Hall |
| 74 | 3L | Anechoic Chamber |
| 49 | 4H | Anthropology Laboratory |
| 56 | 3G | Applied Research and Development |
| **37A** | **3E** | **Ardrey Auditorium** |
| **11** | **3B** | **Ashurst Building** |
| 29 | 4F | Aspen Crossing |
| 47 | 5G | Astronomic Research Observatory |
| 76 | 6L | Avian Cognition Laboratory |
| 23 | 4D | Babbitt Academic Annex |
| **51** | **3J** | **Babbitt Administrative Center** |
| 52 | 4I | Bilby Research Center |
| 21 | 5C | Biological Sciences |
| 21B | 5C | Biological Sciences Annex |
| 18A | 5C | Biology Greenhouse |
| 2 | 3B | Blome Building |
| 35 | 5E | Bookstore Building |
| 8 | 4C | Bury Hall |
| 6 | 5B | Campbell Hall |
| 50 | 4H | Campus Heights Apartments |
| 77 | 6L | Capital Assets and Services |
| 77A | 7M | Capital Assets and Services Annex |
| 91 | 5B | Centennial Building |
| 80 | 7L | Ceramics Complex |
| 20 | 5C | Chemistry |
| **28** | **3D** | **Cline Library** |
| 16 | 4C | Communication Building |
| 26A | 3D | Counseling and Testing Center |
| 38 | 3E | Cowden Learning Community |
| **73** | **5J** | **Dome (see Walkup Skydome)** |
| | 4A | Drury Inn and Suites |
| **64** | **3K** | **du Bois Center** |
| 27 | 3C | Eastburn Education Center |
| 23A | 4D | Education Annex |
| 98 | 6K | Emerald (98A, B, C) |
| 19A | 5B | Employee Assistance and Wellness Office |
| 69 | 3L | Engineering and Technology |
| 89 | 7E | Fountaine Apartments |
| **41** | **5E** | **Fronske Health Center** |
| 53 | 4I | Gabaldon Hall |
| 1 | 3B | Gammage Building |
| 43 | 4F | Gateway Student Center |
| 12 | 3B | Geology |
| 13 | 3C | Geology Annex |
| 31 | 4D | Gillenwater Hall |
| 79 | 5L | Greenhouse Complex |
| 66 | 3L | Health Professions |
| 67 | 4L | Heating Plant Annex |
| 58 | 5A | High Country Conference Center |
| 32 | 5D | Hospitality Resource and Research Center |
| 33A | 5E | HRM/Hughes Hotel and Restaurant Management Building |
| 91 | 5B | Human Resources/Payroll |
| 54 | 3F | Information Systems Building |
| 54A | 2F | Information Systems Building Annex |
| **33** | **5E** | **The Inn at NAU** |
| 27A | 3C | Institute for Human Development |
| 83 | 7L | KNAU and Mountain Campus Transit |
| 61 | 3K | Learning Resource Center |
| 18 | 5C | Liberal Arts |
| 34 | 6D | Lumberjack Stadium |
| 62 | 4K | McConnell Hall |
| 40 | 4E | McDonald Hall |
| 50B | 4H | McKay Village |
| 55 | 7E | Mountain View Hall |
| 4 | 4B | North Morton Hall |
| 5 | 5B | North Morton Hall |
| 3 | 4B | North Union |
| 72 | 3L | Nursing |
| **10** | **4C** | **Old Main** |
| 96A | 3F | Parking Garage |
| **91** | **5B** | **Parking Services** |
| 37 | 2E | Performing and Fine Arts |
| 22 | 5D | Peterson Hall |
| 19 | 5C | Physical Sciences |
| 95 | 4J | Pine Ridge Village |
| 24 | 4D | Plateau Center |
| **34** | **6D** | **Police Department** |
| 92 | 2D | Ponderosa Building |
| 57 | 5B | Printing Services |
| **3A** | **4B** | **Prochnow Auditorium** |
| 39 | 4E | Raymond Hall |
| **25** | **6E** | **Recreation Center** |
| 84 | 6M | Recycling Building |
| 48 | 4G | Reilly Hall |
| 15 | 3C | Riles Building |
| **68** | **4L** | **Rolle Activity Center** |
| 13A | 3C | Roseberry Apartments |
| 47A | 5H | ROTC/Property Control |
| 42 | 5F | Sechrist Hall |
| 17 | 4C | Science Lab Facility |
| 65 | 3K | Social and Behavioral Sciences |
| 70 | 2K | Social and Behavioral Sciences West (SBS) West |
| 71 | 4N | South Apartments |
| **63** | **4K** | **South Dining** |
| **82** | **3L** | **Southwest Forest Science Complex** |
| 9 | 4C | Taylor Hall |
| 44 | 3F | Tinsley Hall |
| **30** | **4E** | **University Union/ Union Station** |
| 81 | 3K | W. A. Franke College of Business |
| **73** | **5J** | **Walkup Skydome** |
| **21A** | **5C** | **Wall Aquatic Center** |
| 88 | 5B | Wettaw Biology and Biochemistry Building |
| 45 | 4G | Wilson Hall |





NAU Police Department
(928) 523-3611

Emergency
(928) 523-3000


Rev. 05-08